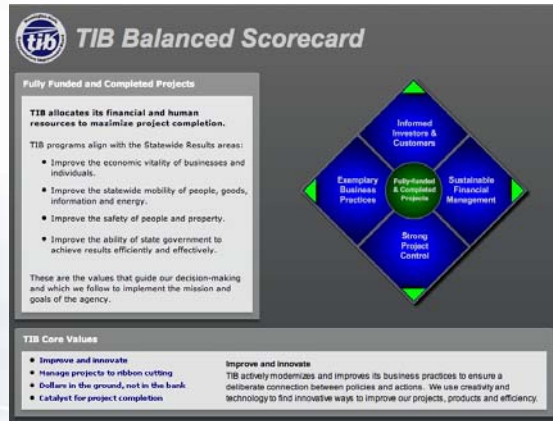


# TIB Overview



## Mission of the TIB

The TIB funds high priority transportation projects in communities throughout the state to enhance the movement of people, goods and services.



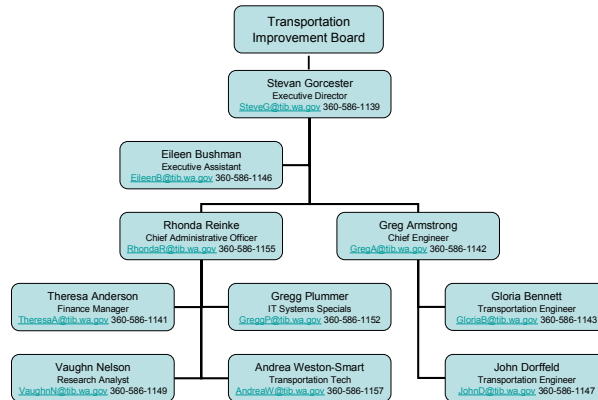
# Charters

RCW 47.26.010 It is the intent of the legislature to provide sufficient new highway revenues to alleviate and prevent intolerable traffic congestion in urban areas without the disruption of the long range statewide highway program essential to the economic well-being of the people of this state

## **Charters**

- RCW 47.26.010 TIB (enabling statute)
- RCW 47.26.086 – Transportation Improvement Account (TIA)
- RCW 47.26.080 Urban Arterial Trust Account (UATA)
- RCW 47.26.340 Small City pavement and Sidewalk Account (SCPP)

# TIB Board & Staff

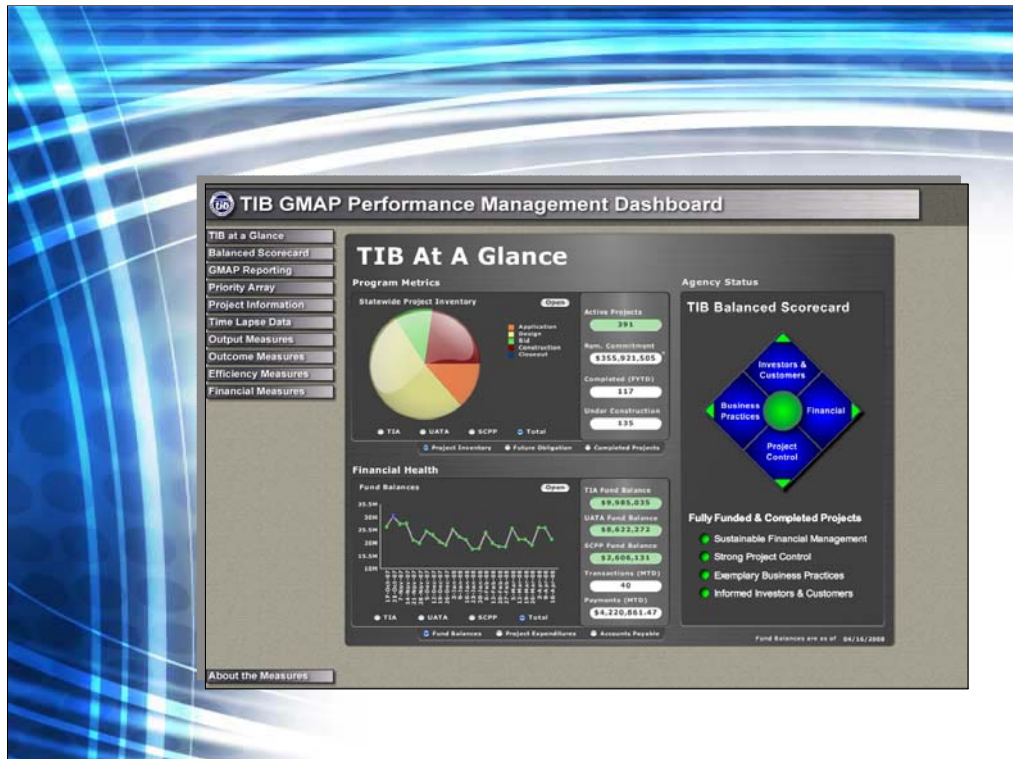


## Board Composition

The Transportation Improvement Board is a twenty-one member Board composed of:

- Six city members
- Six county members (County Road Administration Board [CRAB] member is ex officio)
- Two Washington State Department of Transportation (WSDOT) officials
- Two transit representatives
- One private sector representative
- One member representing the ports
- One Governor appointee
- One member representing non-motorized transportation
- One member representing special needs transportation

Board members are appointed by the Secretary of Transportation to four-year staggered terms with the exception of the CRAB representative and the Governor's appointee.

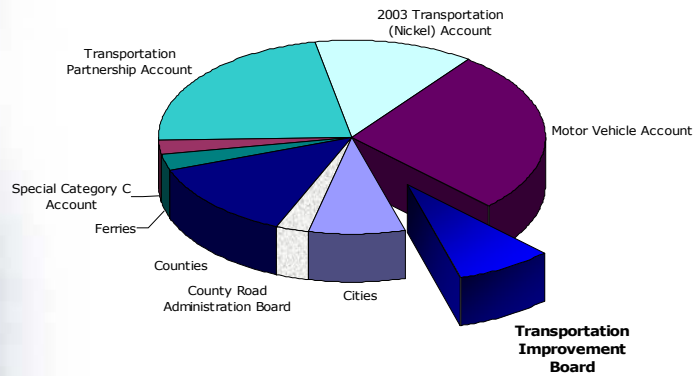


## TIB Dashboard

- Web Address

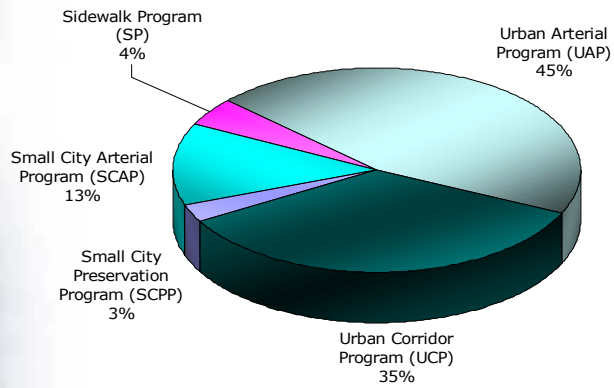
[www.tib.wa.gov/performance/index.htm](http://www.tib.wa.gov/performance/index.htm)

## Where do TIB funds come from?



The TIB distributes grant funding, which comes from the revenue generated by three cents of the statewide gas tax, to cities and counties for funding transportation projects.

# Where do TIB funds go?





# Funding Programs

- ▶ URBAN
- ▶ SMALL CITY

## URBAN

- Urban Corridor Program (UCP)
- Urban Arterial Program (UAP)
- Sidewalk Program (SP)

## SMALL CITY

- Small City Arterial Program (SCAP)
- Sidewalk Program (SP)
- Small City Preservation Program (SCPP)
- Federal Match Program





# Program Changes

- Available Funding
- Increases
- WAC Rules
- Executive Order 05-05
- WSDOT Concurrence
- Sustainability
- Downtowns & Urban Corridors Emphasis

WAC 479-05-203 Criteria the board and the executive director use when reviewing increase requests.

- The board and executive director will consider the following when reviewing increase requests:
  - (1) Whether the granting of the request will obligate funding beyond an acceptable level or will adversely affect authorized funds previously approved by the board.
  - (2) Whether the request would fund expansion of the scope of work beyond that approved at design phase
  - (3) Whether the local agency should have anticipated an increase would be necessary at the outset of the project
  - (4) Requests for increases at construction phase will take priority over other phase requests
  - (5) Local agency funding partner ability to contribute to the increased costs
  - (6) Other criteria on a case-by-case basis


## Sustainability

- Information on TIB website at [www.tib.wa.gov](http://www.tib.wa.gov)

## Downtowns & Urban Corridors Emphasis

- RCW 47.26.282 Land Use Implications





# Managing Your Project

- ▶ TIB Requirements
- ▶ Paperwork You Submit
- ▶ Approvals You Need



## Requirements to Know

- 25% Engineering Rule
- 3% Landscaping Limitation
- Minimum Sidewalk Width
- ADA Access
- Executive Order 05-05
- Bicycle Facilities
- Value Engineering Studies (*Urban Only*)
- Consultant Agreements (*Small Cities Only*)

### 25% Engineering Rule

- Engineering costs in excess of 25 percent of the Contract Amount are not eligible for TIB reimbursement

### 3% Landscaping Limitation

- Landscaping costs that exceed three percent of the eligible project cost are not eligible for TIB reimbursement

### Sidewalk Width

- Minimum width of five feet with no obstructions

### ADA Access

- Use the most current design standards for sidewalk ramps

### Executive Order 05-05

- Department of Archaeology & Historic Preservation determines if a project requires a Cultural Resource Assessment

### Bicycle Facilities

- TIB participates in the cost for bicycle facilities only if on local agency adopted Bicycle Plan or Comprehensive Plan

### Value Engineering (VE) Studies (Urban Only)

- Required for projects with a cost of \$2.5 million or more

### Consultant Agreements (Small Cities Only)

- Must use either the TIB or Local Agency Guideline Consultant Agreement



# Understanding Phases

- ▶ Project Phases
- ▶ Work in Each Phase
- ▶ Paperwork You Submit

## Project Phases

- Design
- Bid Authorization
- Bid Award
- Project Closeout



### Work in this Phase

- Work includes Design, Environmental and Cultural Analysis, and Right of Way Acquisition required to construct the project

The following documents are required to receive Design Phase Approval:

- Project Funding Status Form
- Fuel Tax Grant Distribution Agreement
- Adopted Six-Year Plan showing Project

### Small Cities Only:

- Send a draft of your Consultant Agreement to your TIB Engineer for review
- After Consultant Agreement is signed send a copy to TIB



## Bid Authorization Phase

- ▶ Work in this Phase
- ▶ Paperwork You Submit

### Work in this Phase

- After required paperwork is submitted, the agency receives approval from TIB to advertise the project for construction

### Submit the following documentation to receive approval to advertise:

- Completed and signed Construction Phase Prospectus
- Plans and specifications
- Final Engineer's Estimate
- Verification of Cultural Resource Survey acceptance by Department of Archaeology & Historic Preservation

# Construction Prospectus

The image displays three sample pages of a Construction Prospectus form. The first page, titled 'Construction Phase Prospectus', includes sections for General Information, Required Documentation, Project Schedule, and Project Cost Estimate. The second page, titled 'DETERMINATION OF NONEXEMPT COST', includes sections for Project Cost Change Since Selection, Projected Work, and Funding Partners. The third page, titled 'AGENCY CERTIFICATION', includes a section for Agency Certification.

Include with your signed Construction Prospectus:

- Explanation for change in Project Cost
- Completed Plans and Specifications & Final Engineer's Estimate
- 'Hot-Spot' Analysis Summary if project is in air quality non-attainment area
- Verification of WSDOT review & approval of construction documents for projects on or adjacent to state highways

Signing the Construction Prospectus certifies the following:

- Local and/or Private Matching Funds and Other Funds are available
- Project is consistent with the agency's comprehensive plan for community development
- Design work is complete and the project is ready to be advertised for construction
- Environmental impact analysis was completed in accordance with RCW 43.22C
- All right of way required for the project is acquired or a Possession and Use Agreement has been obtained
- For projects on or adjacent to state highways WSDOT has reviewed and approved construction documents



## Bid Award Phase

- ▶ Work in this Phase
- ▶ Paperwork You Submit

### Work in this Phase

- After required paperwork is submitted, the agency receives TIB approval to award the project to the low bidder

To receive approval to award the contract, submit the following documentation:

- Complete and submit the TIB Updated Cost Estimate for Bid Award
- The form must be signed by a professional engineer registered in Washington State
- Submit the Bid Tabulations indicating all bidders and their estimates



[illegible]

- Explanation for change in Project Cost
- Bid Tabulations indicating all bidders and their cost estimates

- Actual design phase costs
- Estimated construction engineering
- Estimated construction other work
- Contract low bid

The slide features a blue and white abstract background with curved lines and a grid pattern. The title 'Project Closeout' is centered in a large, bold, black font.

# Project Closeout

- ▶ Work in this Phase
- ▶ Paperwork You Submit

## Work in this Phase

- After required documentation is submitted, TIB will process the final payment for a project.

## Paperwork You Submit

To initiate project closeout, submit the following documentation:

- Sign Updated Cost Estimate for Contract Completion  
The form must be signed by a professional engineer registered in Washington State AND an agency representative who can financially indent their agency
- Project ledger or accounting history
- Explanation for project cost change

[illegible]

- Explanation for change in project cost
- Accounting history or project ledger verifying the costs shown on the Updated Cost Estimate

- Actual design phase costs
- Actual construction engineering cost
- Final construction other cost
- Final contract cost





## Issues along the Way

- ▶ Delayed Projects
- ▶ Scope Changes
- ▶ Funding Adjustments
- ▶ Making a Board Appearance

### Delayed Projects

- Stage 1
- Stage 2
- Stage 3

### Scope Changes

- Major change require Board approval. Minor changes can be approved by the TIB Executive Director.

### Funding Adjustments

- Administrative Increase Limits
  - UCP & UAP – Increase up to 15 percent of TIB funds at project selection OR maximum of \$750,000
  - Urban Sidewalk - No increases allowed
  - SCAP – Increase up to \$125,000
  - Small City Sidewalk Program – Increase up to \$50,000
- The Board must approve increases above these levels.

### Making a Board Appearance

- Meeting Schedule
- Preparation
- Who should attend



# **TIB Academy**

Finance



## Your First Progress Bill

- ▶ Online Billing System
- ▶ Supporting Documentation
- ▶ Reimbursements

### Online Billing System

- Contact TIB for a user name and password

### Supporting Documentation

- Required for the first progress billing
- May be asked for at any time throughout the life of the project
- Submit information by one of the following methods:

Email to [theresaa@tib.wa.gov](mailto:theresaa@tib.wa.gov)

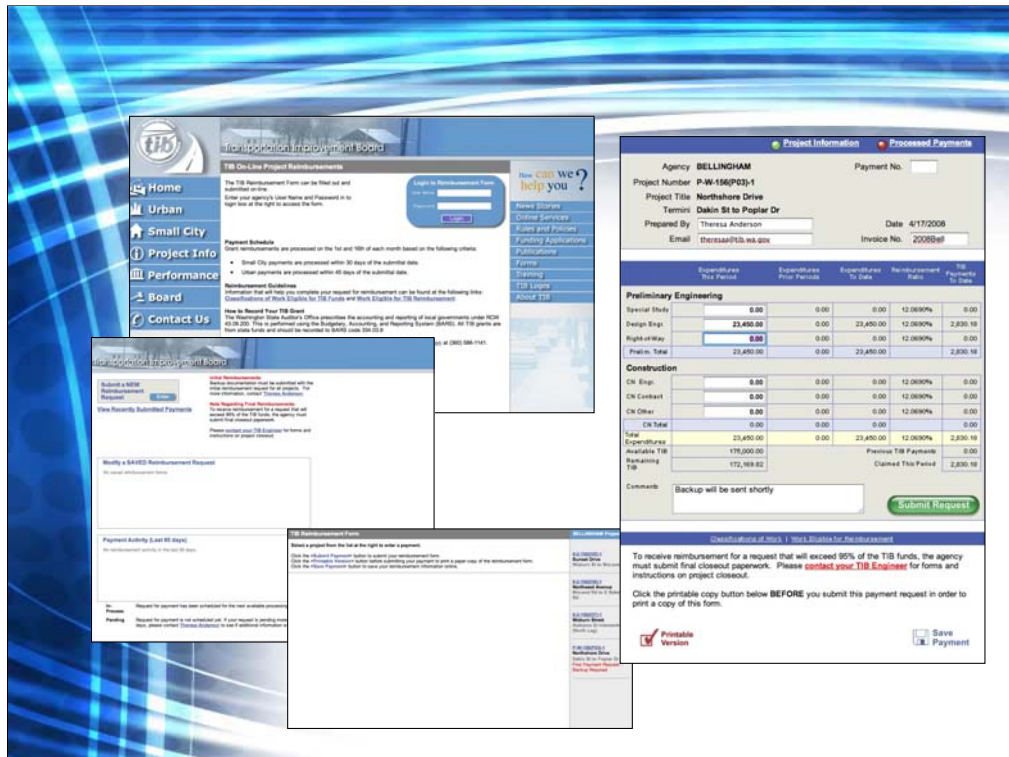
Fax 360-586-1165

Mail to Post Office Box 40901 Olympia, Washington 98512

### Reimbursements

- Current period costs
- Direct Labor Payroll Benefits up to 40% of direct labor Indirect Costs up to 10% of direct labor





Snapshot of online progress billing



## How You Get Paid

- ▶ Electronic Funds Transfer
- ▶ BARS Coding for TIB Grants

### Electronic Funds Transfer

- Requires IRS Form W-9 and Office of Financial Management (OFM) Statewide Vendor Form  
Forms can be downloaded from  
<http://www.ofm.wa.gov/accounting/vendors.asp> or contact TIB Finance
- Funds become available three business days after TIB processes your payment  
Two days before the deposit date, a fax or email with the payment information will be sent to the contact listed on your Statewide Vendor Form

### Washington State Auditor's Budget and Accounting Revenue System (BARS)

- BARS coding for TIB grants is 334038X
- More info can be found at <http://www.sao.wa.gov/localgovernment/bars/>



## Typical Payment Schedule

- ▶ Urban Programs
- ▶ Small City Programs

### Urban Programs

- Payments are usually made 30-45 days from the submittal date

### Small City Programs

- Payments are made in 15-30 days

Payments are scheduled for the 1st and 15th of each month (or closest business day)



## Ongoing Progress Billings

- ▶ When to Request Payment
- ▶ Maximum TIB Payment

### When to Request Payment

- Quarterly is ideal

### Maximum TIB Payment

- Payment requests exceeding \$500,000 may be broken into two or more installments



# Final Payment

- ▶ The 95% Rule
- ▶ Audit Tips

## The 95% Rule

- TIB withholds the final 5% of the grant until the project closeout paperwork is complete

## Audit Tips

- TIB grants are state funded and do not have any federal funding
- Project Documentation to Keep
  - Invoices
  - Time Accounting
  - Right of Way Costs



# TIB Academy

Small City Preservation Program



## Overview

- ▶ Why the Program was Created
- ▶ Who & What is Eligible

### Why the Program was Created

- The intent of the small city preservation program is to enable small cities to properly manage pavement and extend infrastructure longevity

### Who is Eligible

- Eligible agencies are incorporated cities under 5,000 population

### What is Eligible

- Eligible roadway and sidewalk projects are those that maintain, repair, and/or resurface the existing infrastructure that is municipally owned
- All hard-surfaced city streets are eligible for pavement improvements
- Streets do not have to meet TIB arterial standards
- All city-owned sidewalks located on city right of way are eligible





## Project Types

- ▶ Pavement Maintenance
- ▶ Sidewalk Maintenance

### Pavement Maintenance

- Treatment is based on the pavement condition rating, treatment types available in the area, and concurrence by the local agency
- Treatments may include crack sealing, patching, ditching, chip sealing, overlay, cold in place recycling of roadway, or other treatment as deemed cost effective and/or necessary by TIB staff

### Sidewalk Maintenance

- Replacement of existing sidewalk panels and curbing to ensure a safe pedestrian facility
- SCPP Sidewalk Maintenance funds are not for construction of new sidewalk



# Managing Your Project

- ▶ Project Phases
- ▶ Paperwork You Submit
- ▶ Approvals You Need

Small City Preservation Program projects have three phases

- Each phase requires specific documentation
- Each phase must be approved before the agency is eligible to receive SCPP funding

## Application Phase

- The city submits an application form as well as documentation showing route and treatment plan.

## Design and Construction Phase

- TIB provides documents for the city to sign and return
- The city must submit the following agreements where utilized:
  - (a) Fuel tax agreement (except if services are provided by WSDOT).
  - (b) Rights of Entry Agreement (if applicable)
  - (c) Consultant agreement (if applicable)
- If pavement services are provided through WSDOT, TIB will maintain the Task Order Agreement and subsequent amendments

## Project Closeout Phase

- All necessary project cost documentation must be received prior to final payment



# Program Requirements

- ▶ Local Match
- ▶ Engineering Oversight

## Local Match

- For most small cities, no local match is required
- Local match requirements are based on a city's ability to contribute:
  - If the city assessed valuation is greater than five hundred million, a match of ten percent will be contributed
  - If the city assessed valuation is from one hundred million to five hundred million, a five percent match will be contributed
  - If the city assessed valuation is under one hundred million, no cash match is necessary
- Match is not expected or accepted if the construction services will be provided to the city by WSDOT

## Engineering Oversight

- If the project scope includes complex elements the city may need to secure engineering services from a consultant
- Contact your TIB Project Engineer for guidance



## Eligible Work

- ▶ Approved Scope
- ▶ Other Work
- ▶ Responsibility for Work

### Approved Scope

- At project selection, TIB provides a listing of street or sidewalk segments authorized for improvement

### Other Work

- Preparation Work
  - Work necessary to ensure successful maintenance of the street or sidewalk is part of approved scope
- Drainage Improvements
  - Minor drainage improvements may be included as part of the project work
- ADA Improvements
  - Overlay Projects
    - If sidewalks exist along the route, the project must upgrade sidewalk ramps to the currently approved WSDOT Design Standard
  - Seal Coat Projects
    - No ADA improvements are required
  - Sidewalk Maintenance
    - If panel replacement is adjacent to an intersection, the project must upgrade sidewalk ramps to the currently approved WSDOT Design Standard.

### Responsibility for Work

- After TIB authorizes SCPP funding, the city needs to determine who is responsible for components of work.



# Contracting Your Work

## Competitive Bid

- ▶ Interlocal Agreement
- ▶ Small Works Roster
- ▶ City Force Labor
- ▶ WSDOT Projects

## Competitive Bid

- Maintenance work must be contracted using a competitive bid process.

The following methods fulfill the competitive bid requirement:

- Interlocal Agreement
  - Required when work will be performed as part of a County project
- Small Works Roster
  - Use of a local agency or General Administration Small Works Roster fulfills the competitive bid requirement
- City Force Labor
  - If staffing and equipment are available, city force labor may complete preparation work
- WSDOT Projects
  - Rights of Entry agreement required to allow WSDOT access to project location



## Issues Along the Way

- ▶ Scope Changes
- ▶ Schedule Changes
- ▶ Funding Adjustments

### Scope Changes

- If unanticipated conditions exist during the project, minor scope changes may be allowed
- Contact your TIB Project Engineer for guidance

### Schedule Changes

- Normally SCPP projects are completed in one construction season
- Work with your TIB Project Engineer to revise the schedule
- SCPP funds may be carried over to a subsequent year

### Funding Adjustments

- Adjustments to funding may be considered at project closeout
- Contact your TIB Project Engineer to advise changes in project cost



# How to Get Paid

- ▶ Typical Payment Schedule
- ▶ Required Documentation

## Typical Payment Schedule

- SCPP projects normally are reimbursed at project closeout
- Contact your TIB Project Engineer to request interim payments

## Required Documentation

- Invoices of approved work are required for TIB reimbursement